

FORMAL LETTER 10

You should look at the poster on the next page and study the information carefully to write your email.

Your principal has seen the poster on the next page about the incidents that have happened in the neighbourhood. As the head prefect, he has asked for your opinion about the incidents.

Send an email to your principal suggesting:

- two issues most pertinent to the students that are stated in the poster and how the students could be informed
- two other issues that are important to the students that are not stated in the poster
- which two issues you feel are the most important and why you think so

Write your email in clear, accurate English and in a clear and formal tone to express your views to your principal.

You should use your own words as much as possible.

Neighbourhood News

ANIMAL ABUSE

A spate of animal abuse cases at Oakland Park and blocks 124, 125 and 126 have been reported. Abuse used to include only beatings or other grievous bodily harm but today, it also includes neglect. This includes not providing sufficient food, water, grooming, shelter, exercise and overall care for a pet.

LITTERING

Minor littering from sweet wrappers to parking coupon tabs and cigarette butts can be found throughout the neighbourhood. Larger items like plastic bags and drink cups are usually found at the void decks in the evenings. The neighbourhood looks visually unappealing and a dirty and neglected image is created.

VANDALISM

Pillars at void decks and benches in the parks have been scribbled with names, phone numbers and offensive words. Several perpetrators have been apprehended but these acts of vandalism still persist.

JAYWALKING

As long as pedestrians cross the road within 50m of a crossing zone, they are jaywalking. This is very prevalent nowadays. Youths, children, adults and even senior citizens are seen ignoring proper pedestrian crossings. Those who are caught can be fined on the spot. Repeat offenders will be given a higher fine.

DANGEROUS SKATEBOARD STUNTS

The new skateboard park has been largely underutilised. Instead, skateboarders are practising skateboard stunts along the bicycle and pedestrian paths at the park and at void decks. The number of skateboarders injuring themselves is increasing and cyclists have also been injured.

Dear Mr Peterson

Thank you for giving me the opportunity to express my opinions on the issues that are **pertinent** to the students. The following are the areas of concern.

Firstly, I think that the issue of littering is an important issue that the students should be reminded about. Despite numerous talks, I have witnessed many students littering both in the school and outside. According to the poster, there are both minor littering as well as the littering of larger articles. As I have witnessed students guilty of both types of littering, I feel that a talk should be given to remind the students once again about how littering can affect the way the neighbourhood looks. However, I feel that besides a talk on littering, the students should be made to pick up litter in the neighbourhood at a designated time after school as part of their community work project. **Recalcitrant** behaviour might eventually stop once the students realise how untidy and dirty the neighbourhood is and they will take steps not to contribute to the mess.

Secondly, the students also need to be reminded about the dangers of jaywalking. I am certain that many of them are unaware that crossing the road within fifty metres of a pedestrian crossing is considered jaywalking. They should also be warned of the punishment they would receive should they be caught for jaywalking. Besides being fined as the poster states, they should also be aware that their names will be taken down and they will have a police record. A talk should be given to tell the students about jaywalking with focus on specific areas in the neighbourhood where jaywalking usually takes place. Seeing the actual places for themselves during the talk will **jolt** their memories of when they might have jaywalked. In this way, they will be more **receptive** to the talk as they will realise that the information is directly related to their everyday lives.

Thirdly, I feel that a talk should also be given on loitering at void decks. Large groups of students often spend time at the void decks in the afternoons. They talk loudly disturbing the quiet neighbourhood. Sometimes, they play loud music or run around the void deck shouting. I have seen annoyed residents telling them to lower their voices. The students should avoid loitering at the void decks and be encouraged to go home or to stay in school to complete their schoolwork if necessary.

Lastly, the students should be reminded not to visit shopping malls, cinemas and bowling alleys in their school uniforms. They should return home to change before going to these places. Furthermore, they should be reminded that changing out of their school attire in the school is prohibited. They should instead return home first before they spend the

Paragraph Topic

Paragraph 1

Introduction: Purpose of the email

Paragraph 2

Remind students not to litter

Paragraph 3

Remind students of dangers of jaywalking

Paragraph 4

Talk on loitering at void decks

Paragraph 5

Not to visit malls, cinemas and bowling alleys in school uniform

afternoon out. A punishment should be enforced should the students fail to comply and are caught in the act.

I feel that jaywalking and littering are the two most important issues as they are illegal acts and could get the irresponsible students into trouble with the law. The students must be reminded that littering dirties public property and jaywalking endangers their lives as well as the lives of others.

Paragraph 6
Jaywalking and littering most important

I hope that my recommendations will be taken up during the morning assembly talks. I would be glad to be of further assistance in communicating the issues to the students should the need arise.

Paragraph 7
Conclusion: Events after the email

Yours sincerely
Kelly Lee

Comments

The writer effectively uses her own experiences to persuade the recipient of her letter to agree with her recommendations.

Vocabulary

1. **pertinent:** relevant
2. **recalcitrant:** to be unwilling to do what one is supposed to do even after being told to do it
3. **jolt:** to give someone a shock or surprise and therefore causing them to behave in certain ways
4. **receptive:** willing to accept ideas

Word Use

To provide more information in a sentence, we can use adjectives.

- recalcitrant behaviour
- annoyed neighbours
- irresponsible students

These adjectives are also succinct ways to explain the reasons the issues are pertinent to the students. For example, the reason the students should stop their boisterous behaviour at the void decks is because they annoy the residents. Instead of writing a sentence to explain this, the use of 'annoyed residents' show clearly that the students' behaviours are annoying them so the behaviours should stop.

Adjectives are also useful because they

- provide a clearer picture of the writer's thoughts
- enhance descriptions
- can be used to persuade others to certain points of view